



NOTICE OF SALARY ADJUSTMENT

August 22, 2024

Mr. Roland Q. Tan
Grounds and Landscape Maintenance Unit
VSU, Visca, City of Baybay, Leyte

1/2/24 9-4-24

Dear Mr. Tan:

Pursuant to National Budget Circular No. 594 dated August 12, 2024, implementing Executive Order No. 64 dated August 2, 2024, your salary is hereby adjusted effective January 1, 2024, as follows:

1. Adjusted monthly basic salary effective January 1, 2024,
under the New Salary Schedule; SG: 4, Step: 2 ₱ 16,334.00
2. Actual monthly basic salary as of December 31, 2023,
SG: 4, Step: 2 15,706.00
3. Monthly salary adjustment effective: January 1, 2024 (1-2) ₱ 628.00

It is understood that this salary adjustment is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Very truly yours,

[Signature]
PROSE IVY G. YEPES
President

Position Title: Farm Worker II
Salary Grade: 4
Item No. FY 2023 Plantilla of Personnel: FAWK2- 6-1998

cc: RAO, RSPPRO, PLBO